

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Employment and Human Resources		
2. Position Title: Chief Fisheries Officer	3. Salary Level: 6-5	4. Division: Marine Training Center
5. Reports To: Deputy Captain Superintendent	6. Direct Reports: Captain Superintendent	
7. Primary Objective of the Position: Head of the Fisheries Training Department. Manage and administering the overall operation of the department. Design, Teaching and Course Development and Review of Fisheries Training Modules		

8. Position Overview: <i>Head of the Fisheries Training Department in managing the whole departmental operation and its' academic training.</i>	
9. Financial: i. Verifying the fee payment of the fisheries training department short courses students as stipulated in the MTC Short Course Fee Schedule. ii. Control requisition purchase of the catering & hospitality department requirements.	10 Legal: i. Kiribati National Conditions of Service 2012 ii. Employment and Industrial Relations Code 2015 iii. Kiribati National Condition of Service 2020 iv. Procurement Act 2019. v. Kiribati Maritime Act 2017 vi. MTC IMS Policy vii. ISM & ISPS viii. Staff Standing Order ix. MTC Assessment Policy & Procedures x. MTC OHS & EQ Policy xi. MTC Department Operation Manual xii. Company Business Ethic xiii. Kiribati Shipping Act xiv. Merchant Shipping Act 2006 xv. Financial Regulation 2012 xvi. Kiribati Maritime Bill 2016 xvii. Environmental Act as amended - xviii. MLC 2006 as amended xix. STCW78 as amended

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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		xx. Gender and Sexual Harassment Policy, Violent & Bullying
10. Internal Stakeholders: • Captain Superintendent • Deputy Captain Superintendent • Head of Department of Administration, Deck, Engine, Catering and the Seafarer's Medical. • Trainees • MTC Staff • Short Courses Students	12. External Stakeholders: • MEHR • Fishers Crewing Agencies & Employment Stakeholders (with the approval of the CS)	
To be referred to Deputy Captain Superintendent; • Trainee's Academic and Disciplinary Evaluations • Integrated Management System Non-Conformities and Corrective Action Report/Records (CARs) • Fisheries Training Curriculum Developments and Reviews. • Damage • Injuries • Incidents • New Course Development for the Department, • New Course Certificate Process	To be referred to Captain Superintendent • Intake Procedure • Department Procurement and Purchasing Requisition • Staff Profiles, Capacity Development and Disciplinary • Overseas Orders • COVID'19 Restriction Planning & Procedures • Damage • Injuries • Certificates Issuance and Process • Approval of ALL Courses and training offered. • Approval Instructors Approval Certification by the Marine Division. • National Regulations and its Implications • Changing or Review of MTC Policies including IMS, Annex 1 of IMS, Departmental Manuals,	
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪ KDP/KPA: 1 Human Resources Development and KPA: 2 Economic Growth and Poverty Reductions ▪ MOP Outcome:		

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▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Academic Board	Member of the MTC Academic Board	Decision making and resolutions
Managing and Administration of the Department	- Managing and Administer the Fisheries Training Department Operation and staff daily tasks in accordance with the MTC Management directions. - In charge of the overview planning of the department staff capacity development proposals to the CS.	MTC Fisheries Training Department is operational within the quality system and expectation of the MEHR as directed by the CS. Fisheries Training Department staff acquire the proper skills and knowledge required by the international tourism and hospitality standards.
Trainee's (IDF, FVP, BS&H) & Short Course Students & Departmental Staff Daily Routine and Affairs	- The Chief Fisheries Officer is responsible for the daily routine and organization of the institute fisheries department training facilities. - He/She is responsible to plan and manage the fisheries departmental training, workshop training and practical training for the Fishing Vessel Personnel (FVP) and all departmental short courses in line with the approved curriculum. - In-Charge of managing, monitoring and ensuring that the Trainee's and Short Course	High standard of work routine in MTC is maintained by staff, trainees and students. The Trainee's Daily and Weekend Routine & Short Course Student's

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	Student's Disciplinary Standard within the fisheries department training facilities is high. • Responsible in organizing the upkeep, housekeeping and maintenance of all fisheries department training facilities and simulators. • Responsible to maintain and monitor the trainee's, students and departmental staff safe and healthy working environment, good and safe housekeeping on a daily basis within the department training facilities and around the compound.	training programme is followed at all times by the trainees. The departmental staff daily attendance and daily duties are performed to the highest standard.
	• In-charge to overview the daily organization of maintenance, care and housekeeping of the MTC fisheries training department machineries, mechanical and electrical equipment within the compound in cooperation with the departmental HoDs. • Ensure that the department is comply with the implementation and monitoring of "saving energy and water consumption "on a daily basis throughout the MTC compound.	The fisheries training department workplace is operational on a daily basis, well organized with zero risk maintained at all times. The Fisheries Training Departmental Staff Performance Evaluation is carried out, documented, recorded and submitted to the CS in a timely manner.
	• Responsible to ensure at all times that; the Trainee's Standing Order is followed by the trainees and the Staff Standing Order is followed by the staff. • In-Charge at all times that the departmental staff daily attendance and duty performance is maintained at the highest standard.	

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	Responsible to process in a timely manner the periodic Staff Performance and Appraisal for his/her department to the CS.	
Board Of Studies	Chair and Control the department Board of Studies and execute resolutions to the departmental staff.	Departmental Staff work routine and welfare maintained in accordance with the IMS.
Academic Test & Exam Evaluation	Responsible to approve and submit to the MAO the FVP test and exams result for each module units for final academic evaluation at different training blocks. Monitoring of trainee's academic progress during the ongoing training of the FVP modules.	Proper Evaluation and Consistency. Identifying poor and good trainee's academic achievement.
Teaching and Delivery	- Responsible for Approval of Delegation of Duties of the design, developing of the Fisheries Training Module's Lesson Plan and Lesson Delivery. - Design and developing the Lesson Plan and delivery of Fisheries Training Modules for the departmental short courses. - Deliver the Fisheries Training Modules for FVP and department short courses in the absence of the departmental subject instructor. - Responsible for the design, development and validating all Fisheries Training Curriculum.	FVP trainees gain knowledge and proficient and qualified as proper. FVP trainees and the Departmental Course Students are academically successful to achieve the pass score in their catering and hospitality training Fisheries Training Department Modules for all trainees and short course students are delivered as scheduled according to the FVP Course Programme & Schedule and

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	Managing, procure and accountable for all the Fisheries Department training materials, resources, teaching-aids and their effectiveness.	the Annual Short Course Programme & Schedule
Intake Exam Papers	Planning, Designing, Implementing and Monitoring of FVP intake procedures and intake question papers and providing answer scheme in line with the MTC Intake Policy and the Re-Admission Policy.	Consistency and transparency through the FVP Intake Procedures as per MTC intake plan.
Fishing Vessel Personnel (FVP) Module Record of Classwork	- Responsible to design and publish the FVP Record of Class Work prior the Induction Week of the Course to be made available to the teaching instructors. - Daily monitoring of the FVP Record of Class Work, ensuring the successful delivery of the department modules in accordance with the approved Lesson Plan. - Approval of the completion of the departmental module units and assessment with the completed and signed Record of Classwork. - Responsible for the designing and validating of all departmental modules and courses unit and final assessment and ensuring that they are confidentially and securely stored with the HoD test and exam bank in an electronic form with a password protected. - Responsible to implement and monitor the department courses assessment in accordance with MTC Assessment Policy.	Instructor's accountability and implementation to lesson planning and delivery observed to the high standard. The department course assessment procedures are well implemented in accordance with the MTC Assessment Policy.

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	Approval of the completion of the departmental module units and assessment with the completed and signed Record of Classwork.	
Lesson Plans	Delegation authority to prepare, design and validate all fisheries training department module lesson plans which include the total periods by the approval of the DCS.	Fisheries Training Department Module Lesson Plans remain valid and meet the requirements of STCW as amended and MLC2006 as amended.
Intake Coordinator	Plan, Organize and Implement the Intake Plan and the Intake Instructors flight ticket and sea fare and monitoring the Intake Procedure as planned and in accordance with the MTC allocated budget. Preparing of intake documents, intake reader and intake report as approved and report to the CS.	Intake Procedure of MTC is Cost Effective, Time Management, Accountability.
FVP Training Attachment	Responsible to plan and manage the FVP work attachment with the domestic shipping sector at the less cost possible.	FVP trainees gained the real work experience and skill through the attachment training in the local shipping, fish industries, etc...
Annual Fisheries Training Department Short Course Programme & Schedule	Responsible and accountable for the planning, implementing, monitoring and evaluation of the annual short course for the department.	The Fisheries Training Department short courses remain to be delivered effectively as scheduled in the plan with cost effective results and cost benefited to the institute annual revenue.
Integrated management System Implementation and Monitoring	Responsible and accountable at all cost to the implementation and monitoring of the IMS (Integrated Management System). Observing the departmental employees to comply with IMS	Quality System and its Procedures remained in effect and implemented accordingly in every operation of the institute.

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	standard at all times. Support and contribute to the continuous updating of IMS Annex 1 (standard forms) in cooperation with the institute's Quality Commissioner.	Deficiency free and Customer's satisfaction is the key expectation of all employees, trainees, students and visitors of the institute. Accreditation remain valid.
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14. Key Challenges	15. Selection Criteria
• Planning and designing departmental new courses for approval till delivery. • Cancellation of Flight and shipping route intervene the Intake Planning and Procedures • Slack of Financial Process in the institute procurement may cause delays on planned operations. • Lack of effective communication between HoDs, Staff and Trainees which affect the quality system. • Challenging the encouragement and motivation under work pressure and time schedule. • Maintaining at the high standard the trainee's discipline and routine. • Full time with excess administration duties in managing the Administration Department and the IMS Compliance throughout the year. • A proactive planning and execution of the lesson timetable for the FVP and short course.	15.1 PQR (Position Qualification Requirement): • Master Foreign Going Class 1 & 2 with at least 3 years fishing experience on Ocean-going fishing boat. Additionally, Certificate in Teaching Qualification is an advantage with good English and Leadership • Or • Second mate foreign Going (OOW class 3) with at least 5 years' experience on ocean going fishing boat. Additionally, Certificate in Teaching Qualification is an Permanent Page 2 advantage with good English and Leadership Job Training: - Nautical Studies relevance to Fishing Training. - Business or Management on Fish Handling or Seafood Food Processing - Fisheries Training Operations at the Management Level - Teaching Planning - Management & Leadership - Quality Management System

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• Drawing up training modules, curriculum, and planning for MTC's advancement. • Taking part in shore 'On Duty' roster to the up-keeping disciplinary upholding of trainees. • Excess duties and work load which may required working outside working hours.	g. Maritime Simulator Operation and Teaching of Fishing Techniques Modules h. Fishing Vessel Personnel Safety Requirements
	15.2 Key Attributes (Personal Qualities): a. Knowledge • Read, write and speaking English and Kiribati language i. Academy Teaching and Assessment j. Leadership k. Catering/Hospitality Management or Business l. IMO Conventions including; a. STCW as amended b. MLC 2006 as amended c. SOLAS, ISM and ISPS d. Understanding of TVET both locally and internationally
	e. Skills: • Teaching Delivery of various Fishing Operation Techniques Studies in Theory and Practical • Safe Sea Food Handling and Procedures • Leadership and Management • Basic Quality Management System • Decision Making and Problem Solving • Must have sound knowledge of the fisheries industry and training. • Excellent English communication skills (written & verbal).

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	• Should be out-going, social, innovative, creative and quick to react correctly to any arising situation. • Commanding of fishing vessel ocean-going will be of advantage.
	f. Attributes • Integrity • Organize • Stress tolerance/Patient • Social • Leadership • Honest • Committed

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